

.02 Direct to Utility Company

When the utility company receives direct payments, complete the following:

- Use the appropriate utility bill for which the reimbursement is being paid.
- Subtract the amount of the reimbursement from the total current utility bill, prior to subtractions for other credits that may have been deducted from the total.

Key the actual amount of the expense the participant is obligated to pay after all utility reimbursements have been subtracted. Key actual expenses on EXNS. (See [Utility Expenses](#))